

**US Coast Guard
Briefing to DACOWITS
RFI #13
March 2020**

Presented by:

Parental Leave Program Coordinator,
Personnel Service Center - Personnel Service Division,
Surge Staffing Section (PSC-PSD-SSS)



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- For this RFI, the Coast Guard will be briefing our response to RFI #13, subparts a and c.
 - RFI #13, subparts b, d, e, and f will not be briefed as they are not applicable to the Coast Guard.



a. Provide data or feedback gathered to date, if any, about impact, sufficiency and satisfaction with the current 12-week primary caregiver leave policy.

Due to the infancy of the Coast Guard's current 12-week primary caregiver leave policy, sufficient data relating to impact and satisfaction of the policy has not been collected; therefore, the Coast Guard is unable to provide a response at this time; however, the new Parental Leave (Surge Staffing) Program has been well received.



c. Do the Services back-fill positions vacated by servicewomen utilizing their primary caregiver leave? If so, how is that accomplished? If not, what impact to the unit because of these vacancies?

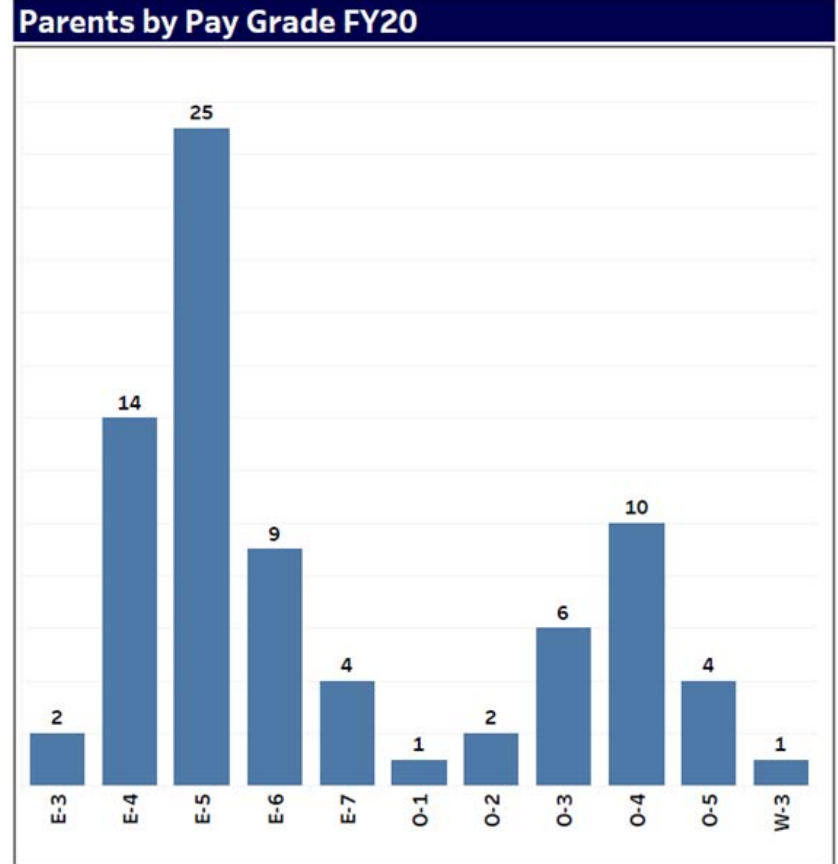
The Coast Guard created a Parental Leave augmentation program to bring in volunteer Reserve component members to fill vacancies at units where an Active Duty member requests qualifying parental leave. See included enclosures for additional information.

- Qualifying leave consists of non-chargeable leave associated with a birth or adoption in excess of 41 days.
 - Prenatal (30), Convalescent (42), Primary Caregiver (42)
- All requests are 42-120 days of coverage



Observations

- 145 PLP requests as of 03FEB2020
- 95% fill rate
- E5, E4, and O4 are biggest beneficiaries, matching the same largest groups of participants during the RAND study conducted last year
- 3 Male Primary caregiver requests (chapter 6 policy)
- Due to infancy of program, communications of this initiative is a top concern and effort for the CCG, the PRTF, CG-1, and Public Affairs.





**Assistant Commandant for Human Resources (CG-1) White Paper
(Summary from 17JUN19)**

SSS Background: PSC’s Surge Staffing Section, in concert with Districts, Areas and DOL, identify candidates for short-term/surge personnel requirements including temporary mission critical and volunteer vacancies, emergency response, annual surge operations, special events and primary caregiver backfill.

Surge Staffing Purpose: Direct temporary assignment (180 days or less) of active duty, reserve, civilian, and auxiliary members for:

- 1) validated mission-critical TDY augmentation requirements,
- 2) Requests for Forces (RFFs) in support of contingency operations beyond Operational Commander resource capabilities, and 3) mobilization to allocations under Title 10 and Title 14 of United States Code.

Noteworthy events include the 2017-2018 hurricane response and recovery operations, the recently approved Caregiver (Parental) Leave Augmentation, and support to DHS operations on the Southwest Border. These deployments are in addition to continuous (“steady-state”) TDY mission-critical backfills for operational units.

Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1B

Page 6, Para. 11 (Summary)

“11. PROCEDURES. The ultimate goal in assigning personnel for purposes of short-term augmentation or contingency operations is the efficient placement of qualified volunteer candidates possessing command approval. Such an approach minimizes disruption to other units, members and their dependents while balancing the operational commander’s need for critical competency requirements. In this regard, every request for personnel and forces will be managed to maximize identification and selection of suitable volunteers. In cases where suitable volunteer candidates are unavailable, PSC-PSD-SSS will forward slates of qualified candidates to the cognizant sourcing partner(s) (e.g., District, Logistics Center/ Service Center (LC/SC), Headquarters Directorate/unit) via ADMIN OIX and assign the appropriately qualified responder within sufficient time to balance requesting unit reporting requirements and responder notification considerations.”

PSC-PSD Surge Staffing Section – Parental Leave Program Lessons Learned (Summary)

Based on stated impact of new parents’ extended non-chargeable leave associated with birth or adoption of a child (up to 84 days), the Personnel Service Center (PSC) and the Personnel Readiness Task Force (PRTF) implemented a ‘beta test’ to expand the Request for Forces (RFF) capability to provide short-term augmentation to units with members on parental leave exceeding 41 consecutive days. In keeping with the Coast Guard’s current Strategic Plan, the Parental Leave Program (PLP) creates an opportunity to support workforce readiness while investing in our people by promoting members’ quality of life and providing units with relief by shifting the cost burden of parental absence from the unit to CG Headquarters.



This program is centrally funded (by Headquarters, not units), facilitating use of the Reserve component to augment unit manpower using short-term Active Duty for Operational Support (ADOS). ADOS augmentation during a member's parental leave opportunities provide additional training and skill obtaining opportunities for reservists to integrate with active duty units in rate-specific roles. Collectively, utilizing the Reserve component to cover Active Duty gaps keeps our organization always ready and able to provide immediate and reliable responses.



ALCOAST 124/19 - APR 2019 SURGE STAFFING AUGMENTATION TO SUPPORT PARENTAL LEAVE

U.S. Coast Guard sent this bulletin at 04/16/2019 08:09 AM EDT



R 160803 APR 19
FM COMDT COGARD WASHINGTON DC//CG-13//
TO ALCOAST
UNCLAS //N05400//
ALCOAST 124/19
COMDTNOTE 5400

SUBJ: SURGE STAFFING AUGMENTATION TO SUPPORT PARENTAL LEAVE

A. Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST M5400.1 (series)

1. Purpose: In support of the Coast Guard Strategic Plan to invest in our people and improve support programs for the mission ready total workforce, this ALCOAST announces the beta test of a program to assist units experiencing temporary personnel gaps associated with members on prenatal, maternity convalescent and primary caregiver leave for the birth or adoption of a child. The recently published Women's Retention Study identified difficulties women face with parental leave. This program will provide units relief and better support our members when weighing the decision to grow their family, against professional and mission demands.

2. Background: To support workforce readiness, COMDT (CG-13), PSC, and the Personnel Readiness Task Force (PRTF) are implementing a beta test to expand the Request for Forces (RFF) capability to provide short-term augmentation to units, with members on non-chargeable leave associated with birth or adoption of a child exceeding 41 consecutive days. Headquarters will centrally fund this program utilizing short-term ADOS and manage it through PSC's Surge Staffing Section- units requesting this support will not bear the cost. Requests for workforce coverage during times of prenatal, maternity convalescent and primary caregiver leave can be up to 120 days in duration.

3. Procedures:

a. To allow adequate time to identify an optimal ADOS candidate:

(1) RFFs should be received by Surge Staffing Section (CG-PSC-PSD-SSS) no later than 12 weeks prior to the birth or adoption event.

(2) The request must include the phrase "Parental Leave Augmentation" in the RFF subject line.

(3) RFFs can be up to 120 days of support.

(4) By-name candidates are encouraged.

(5) All RFF messages for "Parental Leave Augmentation" must info the following ADMINOIX mailbox, HQS-SMB-PSC-Maternity@uscg.mil.

b. The surge staffing process in paragraph 11 of REF (A) remains in effect, with exception of accounting information. These specific requests are not mission critical, but will be handled and managed as a benefit to the member and unit, through voluntary reserve solicitation. Unit Commanders should recognize that a perfect backfill may not exist and are encouraged to be flexible and innovative in considering different ranks/rates and specialties to augment the gap if a one-for-one backfill cannot be sourced.

4. POCs:



a. For questions or concerns regarding this process, contact PSC's Surge Staffing Section at: HQS-SMB-PSC-Maternity@uscg.mil.

b. For questions or concerns regarding the parental leave policy, contact the Office of Military Personnel, (CG-133) at: HQS-PolicyandStandards@uscg.mil.

5. RDML M.W. Sibley, Director of Reserve and Military Personnel, sends.

6. Internet release is authorized.



COAST GUARD All Hands

Top 5 things to know about surge staffing during primary caregiver and convalescent leave

Posted by LT j.g. Emma Lutton, Tuesday, April 16, 2019



Directly from the RAND Women's Retention Study and Holistic Analysis (WRSHA) recommendations: "To address and diminish the stigma women often face related to being away from their unit leading up to and during parental leave, we recommend two options for the Coast Guard to explore to augment units with additional manpower during parental leave or, if necessary in certain circumstances, during pregnancy as well." The Personnel Readiness Task Force (PRTF) is working to serve as workforce advocates, act on the RAND WRSHA findings, and address readiness challenges that impact our Mission Ready Total Workforce. We heard you and we are working for you! Learn more about the [PRTF](#).

1. What is it? If you are expecting a child, the Coast Guard wants to support you, your family, and your unit during your time away. Coast Guard headquarters will now provide funding for units to bring in a Coast Guard Reservist while you spend those critical early days bonding with your family and enjoying your new bundle of joy. Members, both female and male primary caregivers, who are on non-chargeable parental leave for 41 or more consecutive days due to the birth or adoption of a child, may receive HQ funded short-term Active Duty Operational Support (ADOS) through Personnel Service Center's Surge Staffing Section.



2. Has surge staffing for this type of absence existed before? Yes! The Surge Staffing Section is best known for staffing critical fills and voluntary short term assignments for a variety of life events and surge/contingency operations. The ability to request a backfill for sustained personnel gaps has always been available, but the associated cost to the individual unit was very high. With a centrally funded pilot program specific to parental leave, the unit will no longer be restricted by respective operating funding limitations.

3. How long can my unit be covered? Anywhere from 42 days to 120 days. This covers prenatal (30), maternity convalescent (42), and primary caregiver (42) leave. For more information on the Parental Leave policy, and what applies to you, see The Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 (series).



Click this flyer to view full size and print for distribution at your unit! Spread the word and #gotellten

4. How does the unit make its request? The Request for Forces (RFF) process for parental leave backfill is the same as a backfill for any other position gap. The only exception is that the unit does not provide any accounting information, and the backfills are sourced voluntarily through the Reserve. RFFs should be made at least 12 weeks prior to the due date or adoption event. The request must include the phrase “Parental Leave Augmentation” in the RFF subject line and sent to HQS-SMB-PSC-Maternity@uscg.mil.

5. Will every gap be filled? No, not every gap will be filled as ADOS is voluntary. Sometimes the perfect backfill may not exist, particularly in certain operational communities. Unit Commanders are encouraged to be flexible and innovative in considering different ranks/rates and specialties to augment the position if a one-for-one backfill cannot be sourced. By name candidates are encouraged! As requests are made, they will be solicited for volunteers on a first



come first serve basis. For vacancies of critical billets, the critical fill process is the same to ensure the position is covered and the mission is sustained.

Learn more about how to support your members through surge staffing ([ALCOAST 124/19](#)) and Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST M5400.1 (series). Help spread the word, we encourage you to go tell ten members about the surge staffing!
#gotellten

Contact Information:

Parental Leave Program Email:
HQS-SMB-PSC-PARENTALLEAVE@USCG.MIL

Parental Leave Program POC:
BMC Theresa Joyce 202-795-6434

Surge Staffing Website:
<https://cg.portal.uscg.mil/units/psc/Surge%20Staffing/default.aspx>

Surge Staffing Email:
HQS-SMB-PSC-SSS@uscg.mil
CMD-SMB-CG-PSC@uscg.mil

CDR Ray	202-795-6424
LT Rickenbaker	202-795-6644
CWO4 Tew	202-795-6406
YNCS Alexander	202-795-6653
BMC Joyce	202-795-6434
YNC Fancher	202-795-6486
YNI Reyes	202-795-6649



**U. S. COAST GUARD
PERSONNEL SERVICES CENTER
PERSONNEL SERVICES DIVISION
SURGE STAFFING SECTION**

CGHQ - Washington, DC

PARENTAL LEAVE

**U. S. COAST GUARD
PERSONNEL SERVICES CENTER
PERSONNEL SERVICES DIVISION**



SURGE STAFFING SECTION

**THE
PARENTAL
LEAVE
PROGRAM**

Take advantage of the opportunity to backfill members at your unit who will be departing for 4 2 or more consecutive days of non-chargeable leave at no cost to the unit.

Parental Leave Program Information:

WHAT IS THE PARENTAL LEAVE PROGRAM?

The program is designed to allow members taking parental leave to do so without leaving a gap at their unit. The Parental Leave Program utilizes Reserve members on ADOS orders to fill the needed augmentation. The Parental Leave Program is used for requests that exceed 41 non-chargeable leave days. Leave that qualifies for the Parental Leave Program include prenatal leave (30 days), maternity convalescent leave (42 days), and primary caregiver leave (42 days). Surge Staffing encourages units to look within their local Reserve networks for potential candidates to fill gapped positions before sending to the Parental Leave Program. Requesting units should also recognize that a perfect backfill may not exist and are encouraged to be flexible and innovative in considering different ranks, rates, and specialties to augment the gap.



WILL EVERY GAP BE FILLED?

No, not every gap will be filled as ADOS is voluntary. Sometimes the perfect backfill may not exist, particularly in certain operational communities. Unit Commanders are encouraged to be flexible and innovative in considering different ranks/rates and specialties to augment the position if a one-for-one backfill cannot be sourced. By name candidates are encouraged! As requests are made, they will be solicited for volunteers on a first come first serve basis.

HOW LONG CAN MY UNIT BE COVERED?

Anywhere from 42 days to 120 days. This covers non-chargeable prenatal (30), maternity convalescent (42), and primary caregiver (42) leave. For more information on the Parental Leave policy, and what applies to you, see The Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 (series).

HOW DOES THE UNIT MAKE ITS REQUEST?

The Request for Forces (RFF) process for parental leave backfill is the same as a backfill for any other position gap. Unlike the normal steady state request, the unit does not provide any accounting information, and the backfills are sourced voluntarily through the Reserve. All DCMS and DOL units should route requests through DOL-1 and all district units should route their request through the District. The completed RFFs should be submitted to the Parental Leave Program inbox at no less than 12 weeks prior to the due date or adoption event.

HOW DO I LEARN MORE?

Learn more about how to support your members through surge staffing ([ALCOAST 124/19](#)), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST M5400.1 (series), and Chapter 6 of the Military Assignments and Authorized Absences Manual, COMDINST M1000.8A